

Ecole Broxton Park School Council

Mission Statement:

Working together to build a positive community where all students, education staff, and parents and guardians feel welcomed and included.

Goals:

- Develop community in the school with activities such as picnic nights, game nights, etc. that will encourage students and parents/guardians to feel welcome.
- Create awareness of School Council activities within the school and recruit younger families to attend School Council meetings.
- Grow Council Members by having a presence at school wide events such as Meet the Teacher Night, Parent-Teacher Interviews, Winter Concert, and Kindergarten Open House.
- Engage with Administration, Trustees, parents/guardians, and other community members to educate, advise, and communicate the needs of the school, staff, and students.

School Council Framework:

- Determine the school council operating procedures
- Set policies to govern school council activities at the school level, as described in the *Education Act*
- Plan engagement activities that align with school council's legislated purpose
- Choose to provide advice to the principal and school board
- Choose to advocate or issues relating to school community

Core Activities:

- Advise the principal and board on educational issues that pertain to the school
- Establish and review school council's goals, objectives, action plans and procedures
- Communicate and consult with parents and the school community.
- Meet regularly

School Council Functions:

- Consult with the principal to ensure students have opportunities to meet Ministry standards, fiscal management is sound, and the community is taken into consideration during school-based planning
- Advise the principal and the school board on topics as requested
- Be involved in school-based planning

- Share ideas and information with other school councils and provincial organizations
- Communicate information to the school community and other school councils
- Set policies that relate to school council functions, such as:
 - location of school council meetings
 - mail, email address for school council correspondence
 - school council orientation and development
 - communications
 - privacy
 - minutes of school council meetings
 - pertinent information unique to the school council

What School Council is Not:

- Fundraising Society
- School Governance
- Employment Issues
- School Management
- Complaint Resolution (Solution-focussed work)
- Individual Issues

Roles and Responsibilities:

Chair:

- chair all meetings of the school council
- coordinate with the principal to establish meeting agendas
- ensure that the operating procedures are current and followed
- be the official spokesperson of the school council
- ensure there is regular communication with the whole school community
- stay informed about school board policy that impacts school council
- comply with the School Councils Regulation by providing the school board with an annual report that summarizes the school council's activities for the previous school year, including a financial statement relating to money, if any, handled by the school council

Vice-Chair:

- chair meetings when Chair is absent
- attend COSC meetings
- volunteer coordinator for School Council events
- Create and maintain annual calendar for School Council events
- Support Chair in any additional ways as required or requested by Chair

Secretary:

- Record notes on each meeting
- Ensure minutes are accurate and distributed to Chair

Communication Liaison:

- Send monthly updates to Administration for Fusion News of activities and events of School Council
- Prepare Facebook information posts and give to Administration for posting on EBPS Facebook/Instagram page on a regular basis; included detailed schedule for when postings are required
- oversees all School Council communication

Volunteer Coordinator:

- Create and maintain a database of volunteers for all school activities
- Does not need to attend S.C. meetings

Other Roles:

- Principal*: promotes cooperation between the school and the community and works in collaboration with School Council on matters relating to the school
- Teacher*: shares professional knowledge with members and presents the teachers' perspective
- Trustee: shares information and perspective from the School Division and listens to feedback on policies/goals
- PSAA Representative: collaborates and exchanges information with EBPS School Council to foster and develop community between the different programs, and passes along relevant information to PSAA parents
- Community Member: brings the community perspective into the school and may act as a resource to promote cooperative ventures between school and community to enhance student learning
- Student: presents the student perspective on issues, helps with school policies, seeks other students' views to share with school council and communicates school council's information to fellow students.

Roles with a * are required, the remaining roles are optional but encouraged to attend.